



# Office of Highway Safety and Justice Programs

South Carolina Department of Public Safety

**2019 Funding Guidelines Workshop**  
November 29, 2017



# **Overview and Introductions**

# FFY 2019 Grant Funding Cycle

- October 19, 2017:** Funding Guidelines  
Solicitation/Announcements
- November 13, 2017:** Funding Guidelines on the  
Web
- November 29, 2017:** Funding Guidelines  
Workshop
- February 2, 2018:** Application Deadline – 5 PM

# **FFY 2019 Grant Funding Cycle (General Timeline)**

<b>February/April</b>	Grant Application Review
<b>May</b>	Public Safety Coordinating Council Meeting
<b>June</b>	Highway Safety Plan Submitted
<b>August</b>	Grant Award Packages Prepared
<b>September</b>	Notifications of Awards
<b>October</b>	Project Management /Pre-Work Conferences



# Funding Limitations

Continued this year:

- Grant applications are 100% federally funded (No match required).
- Equipment-only grant applications **will not** be considered for funding.

# Funding Limitations

As in Previous Years:

- Grant projects are awarded on a **year-to-year** basis.
- Grant projects showing significant progress in improving highway safety may be renewed up to two additional years.
- All subgrantees must submit a grant application by **5:00 PM** on the deadline date of **February 2, 2018** to be considered for FFY 19 funds.

# Funding Limitations

Funding is limited to:

- Support of new highway safety activities
- Expansion of established highway safety activities
- Continuation of projects having a statewide emphasis



# How applications are reviewed for funding...





# Funding Requirements

All submitted proposals should demonstrate:

- ✓ A significant highway safety problem/need exists
- ✓ A measurable impact on highway and traffic safety, including a data-driven approach with measurable goals and objectives
- ✓ Cost effectiveness



# Funding Requirements

All submitted proposals should demonstrate:

- ✓ Comprehensive approach in a well-defined geographical area
- ✓ A method for project evaluation
- ✓ Budgeted items are an integral part of an approved highway safety program and have been justified



# Funding Requirements




SC DEPARTMENT OF PUBLIC SAFETY

HIGHWAY SAFETY & JUSTICE PROGRAMS

PROTECTING. EDUCATING. SERVING.

[HOME](#) | [EMAIL LOGIN](#) | [CONTACT US](#)

[HIGHWAY PATROL](#) | [IMMIGRATION ENFORCEMENT](#) | [PROTECTIVE SERVICES](#) | [TRANSPORT POLICE](#) | [HIGHWAY SAFETY & JUSTICE PROGRAMS](#) | [HUMAN RESOURCES](#) | [MEDIA](#)



**HIGHWAY SAFETY FUNDING GUIDELINES WORKSHOP**

November 29, 2017  
10 a.m. - 1 p.m.

[MORE INFORMATION ►](#)

**Highway Safety Funding Guidelines Workshop**

November 29, 2017  
View our [flyer](#) for more details.

- New SC Child Passenger Law
- 2017 Hurricane Season
- Back-to-School Safety
- Highways or Dieways
- Buckle Up, South Carolina!

Search



**Phil Riley, Director**  
Highway Safety and Justice Programs

To utilize state and federal resources to educate the public on highway safety issues for the purpose of reducing and eventually eliminating fatal crashes and injuries ... (read more)



**HIGHWAY SAFETY GRANTS**

- About Highway Safety Grants
- Eligible Areas of Funding
- Highway Safety Grant Cycle
- Highway Safety Grant Forms
- Request for Payment Form
- Quarterly Progress Report
- Final Narrative Report Form
- Instructions Monthly Enforcement Data Report Form
- Monthly Enforcement Data Report Form
- SAMPLE General Traffic Enforcement Team Grant with personnel (pdf)
- SAMPLE Specialized DUI Enforcement Team Grant with personnel (pdf)
- NEW!** Highway Safety Funding Guidelines Workshop (pdf)

**JUSTICE PROGRAMS GRANTS**

- Criminal Justice
- Juvenile Justice
- Victims of Crime



**SAFETY CAMPAIGNS**

- Target Zero: A Goal We Can All Live With (VIDEO: view the PSA here)
- School Zone / Bus Safety
- Bicycle Safety
- Buckle Up, SC
- Sober or Slammer
- ¡Sobrio o Sentenciado!
- NHTSA Child Passenger Safety Program

**SAFETY RESOURCES**

- Safety City Coloring Book
- Traffic Collision Fact Book
- Countermeasures That Work (pdf)
- Traffic Collision TR-310 Report Manual (pdf)
- E-Report Addendum (pdf)
- Service Level Document For: ReportBeam User Agencies (pdf)

**STATISTICAL SERVICES**



**GMIS LOGIN**  
GRANTS MANAGEMENT INFORMATION SYSTEM

**Quick Links**

**NEW!** [Back-to-School Safety Resources](#)

[Contact OHSJP](#)

[Related Links](#)

[SC Law Enforcement Officers Hall of Fame](#)

[Families of Highway Fatalities](#)

[SCLEN - South Carolina Law Enforcement Network](#)

[DDACTS - Data-Driven Approaches to Crime and Traffic Safety](#)



Sample applications are available on the OHSJP website:

[www.scdps.gov/ohsjp](http://www.scdps.gov/ohsjp)

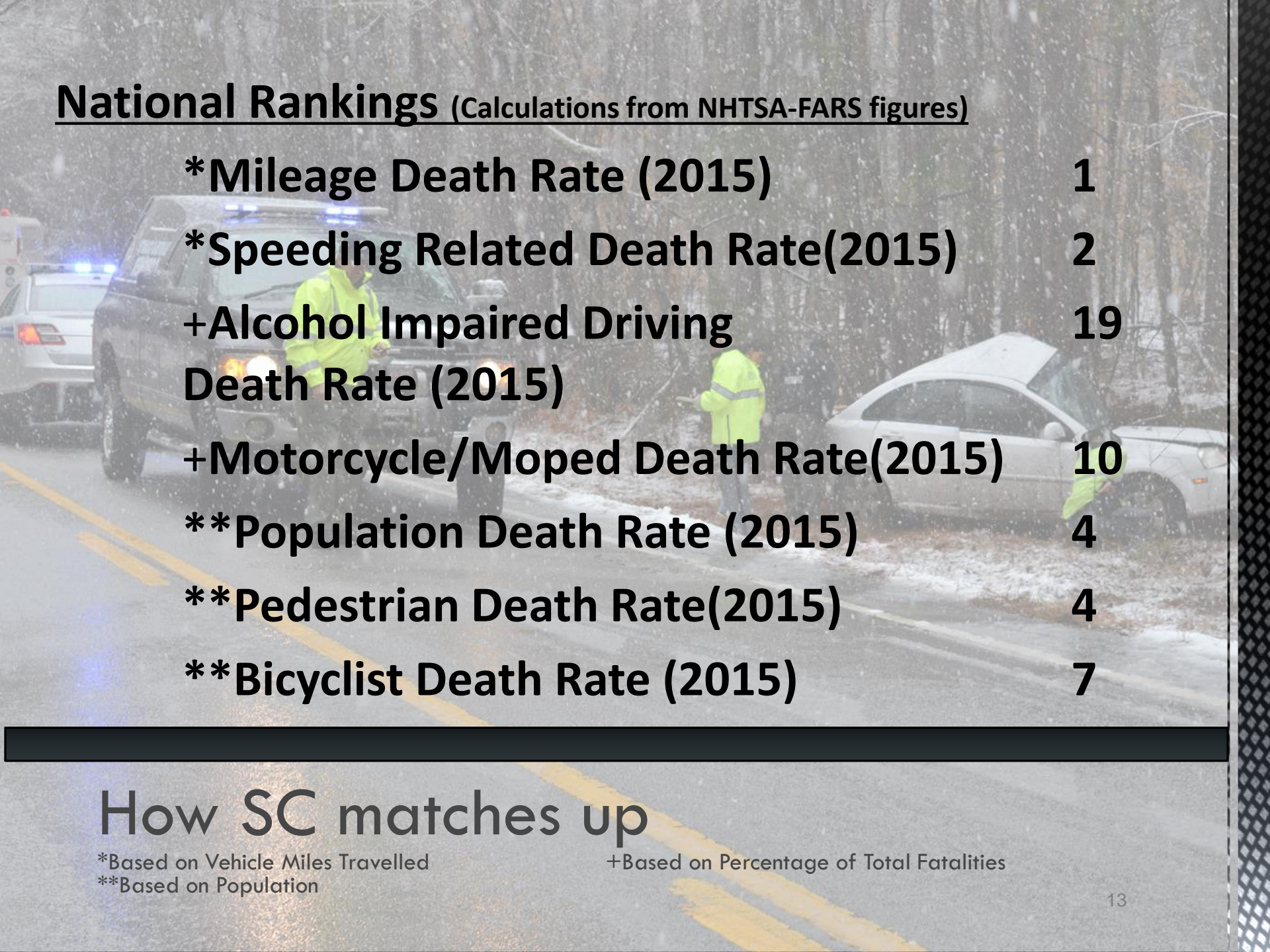
# Before we move on,



# Are there any questions?



## National Rankings (Calculations from NHTSA-FARS figures)



<b>*Mileage Death Rate (2015)</b>	<b>1</b>
<b>*Speeding Related Death Rate(2015)</b>	<b>2</b>
<b>+Alcohol Impaired Driving Death Rate (2015)</b>	<b>19</b>
<b>+Motorcycle/Moped Death Rate(2015)</b>	<b>10</b>
<b>**Population Death Rate (2015)</b>	<b>4</b>
<b>**Pedestrian Death Rate(2015)</b>	<b>4</b>
<b>**Bicyclist Death Rate (2015)</b>	<b>7</b>

## How SC matches up

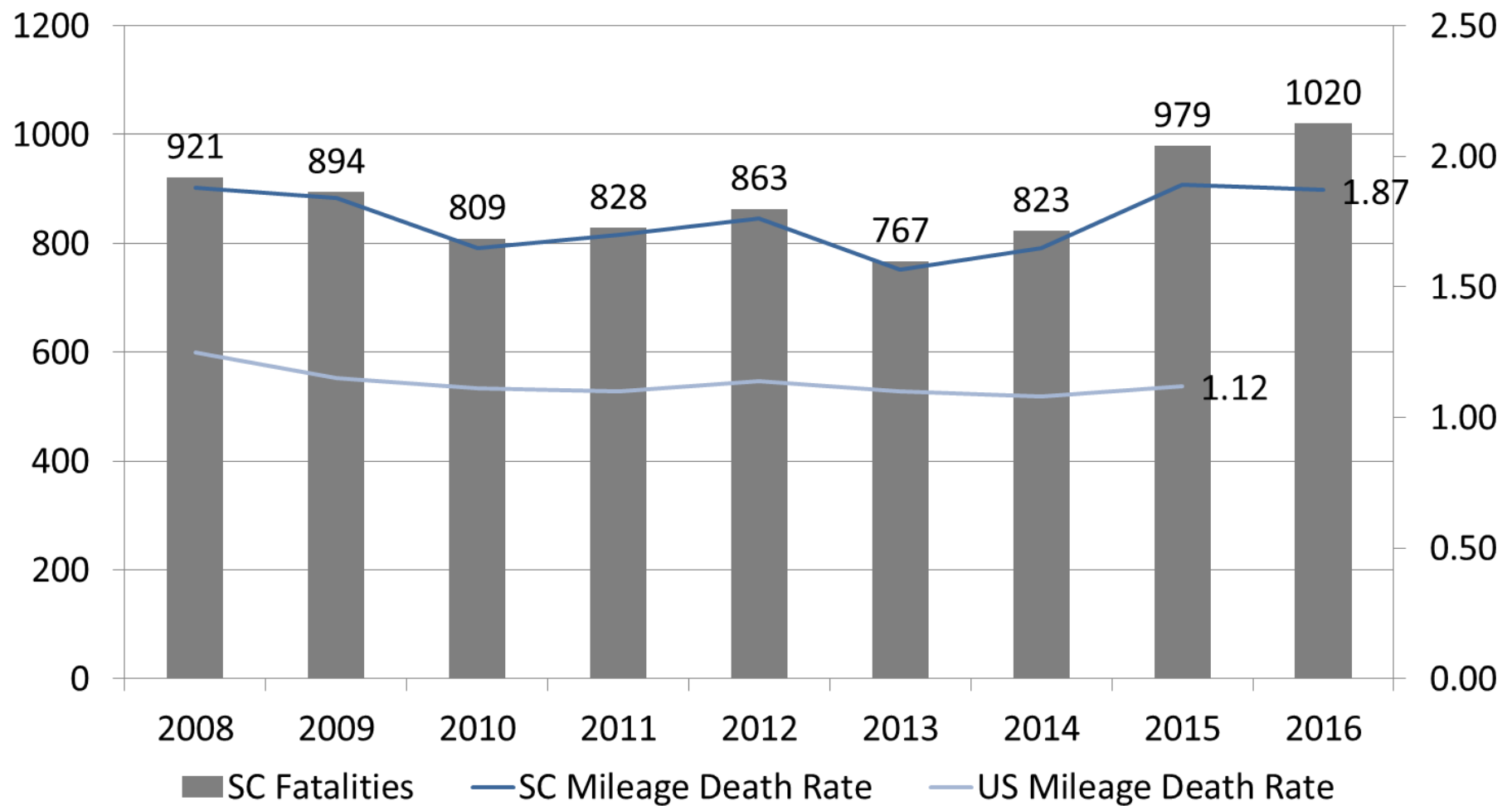
\*Based on Vehicle Miles Travelled

\*\*Based on Population

+Based on Percentage of Total Fatalities

- Total Fatality Rate – 1<sup>st</sup> (1.89)
  - 64% above the national rate (1.15)
    - NC – 1.23      TN – 1.25      MS – 1.70
    - AL – 1.26      GA – 1.21      FL – 1.42
- Urban Fatality Rate – 1.51
  - 113% above the national rate (.71)
    - NC – 0.63      TN – 0.93      MS – 0.67
    - AL – 0.67      GA – 0.97      FL – 1.13
- Unrestrained Fatalities Percentage – 49.8%
  - NC – 42.4%      TN – 48.3%      MS – 56.6%
  - AL – 54.8%      GA – 40.8%      FL – 41.2%

## 2015 National Safety Rankings South Carolina



# Traffic Fatalities and Rates



# 2016 SC Traffic Collision Statistics

1 **Crash** every  
3.7 minutes

1 **Death** every  
8.7 hours

1 **Injury** ever  
8.5 minute

1 **Motorcyclist**  
killed every 2.5  
days

1 **Pedestrian** killed  
every 2.4 days

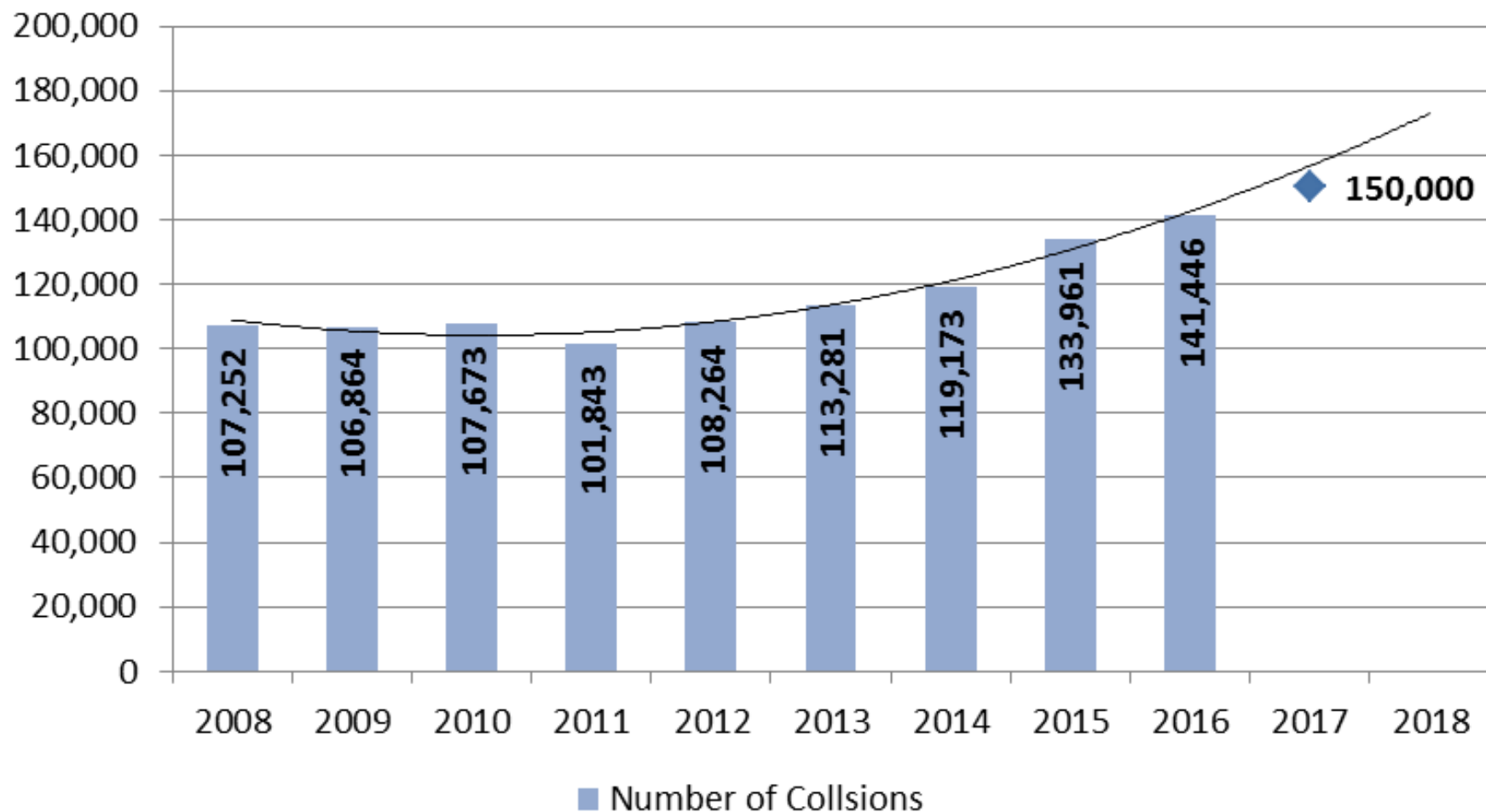




## Collision Statistics

Year	Total Collisions	Persons Killed	Persons Injured	Death Rate
2012	108,261	863	50,064	1.76
2013	113,260	767	50,938	1.57
2014	119,173	823	53,029	1.65
2015	133,961	979	58,604	1.89
2016*	141,446	1,020	61,841	1.87

\*Preliminary



# SC Traffic Collisions, Annual

## 2012-2016

	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
Sun	152	141	162	113	102	74	56	45	33	60	70	73	90	93	114	112	132	145	139	128	120	119	108	93
Mon	63	44	41	24	28	51	78	94	76	70	69	92	108	130	139	128	173	163	164	113	107	119	74	71
Tues	51	44	34	25	24	45	79	95	91	70	76	85	98	81	100	146	159	153	150	106	123	118	82	69
Wed	54	56	50	31	39	57	84	103	86	95	67	76	102	91	116	120	124	140	155	136	140	104	91	64
Thurs	76	48	49	34	49	42	64	82	64	68	86	73	100	102	101	147	158	187	145	126	152	109	122	76
Fri	85	62	72	46	38	58	89	68	81	76	88	102	132	127	144	177	150	185	188	134	153	154	149	117
Sat	177	134	152	126	91	84	82	63	61	74	90	102	120	131	129	162	172	186	168	204	190	194	159	165

## 2008-2016

	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
Sun	295	267	291	214	176	137	95	84	67	109	123	139	163	194	216	205	229	254	266	223	225	205	182	144
Mon	110	81	78	51	52	89	141	156	141	131	112	163	188	192	233	245	275	278	293	224	191	209	155	123
Tues	91	75	57	43	44	81	130	188	156	130	136	144	182	154	205	279	276	268	265	203	210	199	155	117
Wed	104	100	88	55	57	94	144	180	145	147	133	143	169	171	200	251	226	268	274	235	244	222	177	142
Thurs	129	95	83	65	69	88	119	167	117	110	147	147	195	186	205	254	251	330	260	228	243	221	216	157
Fri	156	140	143	98	74	94	145	136	148	136	156	190	231	244	267	317	294	301	327	248	278	304	289	229
Sat	323	271	289	221	184	167	140	108	100	135	153	202	223	245	235	280	297	326	309	355	355	334	297	289

# Fatal & Severe Injury Crashes, When?

# Contributing Factors for CY 2016 Crashes (Injury Crashes)

- Driving too Fast for Conditions
- Failure to Yield Right-of-Way
- Disregarding Signs/Signals
- Driving Under the Influence of Alcohol/Drugs
- Following Too Closely



# Contributing Factors for CY 2016 Crashes (Fatal Crashes)

- Driving Too Fast for Conditions
- Driving Under the Influence of Alcohol/Drugs
- Failure to Yield Right-of-Way
- Lying and/or Illegally in Roadway
- Wrong Side/Wrong Way



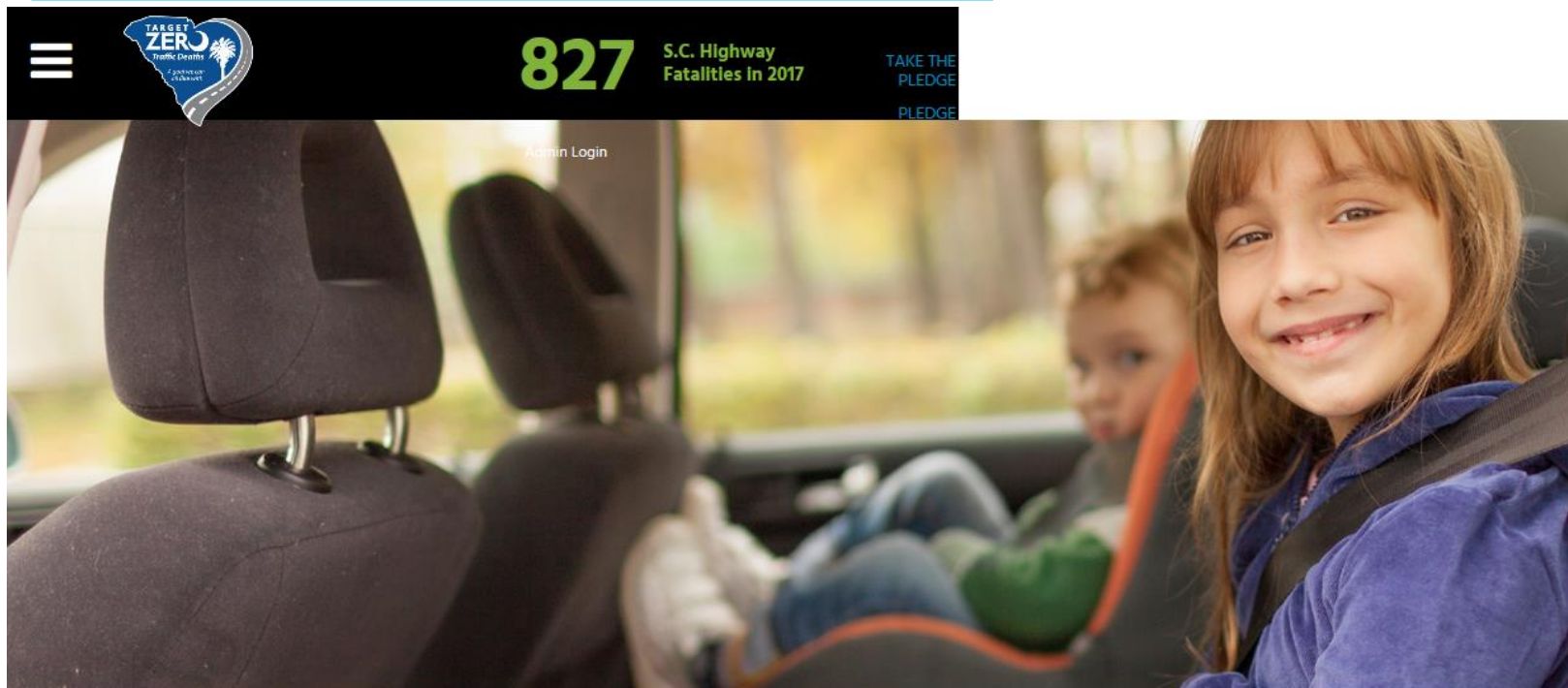
# Contributing Factors for CY 2016 Crashes (Total Crashes)

- Driving Too Fast for Conditions
- Failure to Yield Right-of-Way
- Improper Lane Usage/Change
- Following Too Closely
- Distracted/Inattention





- For more information on the top contributing factors just mentioned, visit our Strategic Highway Safety Plan at:  
[SCTARGETZEROPLAN.ORG](https://SCTARGETZEROPLAN.ORG)



SOUTH CAROLINA'S  
**VISION TO ZERO TRAFFIC FATALITIES.**

The road to zero starts with you.

TARGET ZERO  
SAFETY PLAN

TOP FACTORS IN FATAL &  
SEVERE INJURY VEHICLE CRASHES

PREVENTATIVE  
MEASURES

# **What are the Priority Counties for funding in FFY 2019?**



# All Fatal and Severe Injury Collisions

## South Carolina 2012-2016 (2016 Preliminary)

County	2012	2013	2014	2015	2016	2012-2016
Horry	322	307	330	299	270	1,528
Charleston	301	314	308	281	270	1,474
Greenville	305	309	277	252	301	1,444
Richland	200	205	180	198	214	997
Spartanburg	195	185	178	202	201	961
Anderson	164	149	139	161	192	805
Berkeley	194	187	153	148	101	783
Lexington	151	142	137	151	142	723
York	124	124	127	125	143	643
Beaufort	102	67	95	107	102	473
Florence	103	93	78	86	91	451
Aiken	73	82	91	96	88	430
Orangeburg	82	97	75	79	97	430
Dorchester	113	78	70	85	75	421
Lancaster	57	56	83	86	85	367
Pickens	88	68	69	67	62	354
Laurens	67	63	58	67	65	320
Sumter	66	63	58	60	68	315
Colleton	68	57	44	56	66	291
Georgetown	67	71	46	63	43	290
Darlington	46	52	59	52	64	273
Greenwood	59	47	40	62	46	254
Jasper	50	46	46	43	60	245

# All Fatal and Severe Injury Collisions

## South Carolina 2012-2016 (2016 Preliminary)

County	2012	2013	2014	2015	2016	2012-2016
Oconee	58	27	48	53	51	237
Cherokee	40	39	56	51	48	234
Kershaw	42	50	28	33	56	209
Williamsburg	37	41	42	38	38	196
Chesterfield	34	36	35	44	37	186
Newberry	39	36	26	34	35	170
Chester	27	30	33	39	38	167
Clarendon	29	24	21	32	33	139
Fairfield	28	22	26	22	29	127
Dillon	29	16	27	24	21	117
Barnwell	21	18	32	26	15	112
Marion	24	22	27	23	13	109
Hampton	23	24	20	23	17	107
Marlboro	17	15	26	20	21	99
Union	12	17	18	23	21	91
Abbeville	12	26	13	17	17	85
Calhoun	20	19	18	15	12	84
Edgefield	22	14	8	17	20	81
Saluda	22	15	13	15	13	78
Bamberg	14	20	11	13	16	74
Lee	16	12	16	16	13	73
Allendale	6	11	11	10	9	47
McCormick	5	6	6	10	8	35
	3,574	3,402	3,302	3,424	3,427	17,129

# Geographical Priority Areas based on All Fatal and Severe Injury Collisions

**All Fatal and Severe Injury DUI Alcohol and/or Drug Collisions  
South Carolina 2012-2016 (2016 Preliminary)**

County	2012	2013	2014	2015	2016	2012-2016
Greenville	90	89	81	70	86	416
Horry	89	60	59	55	40	303
Richland	50	59	46	41	46	242
Lexington	58	37	42	44	52	233
Spartanburg	39	41	40	48	48	216
Anderson	48	50	35	42	35	210
Berkeley	33	46	35	28	27	169
Charleston	32	33	39	24	31	159
York	40	31	25	28	26	150
Aiken	23	22	26	24	23	118
Florence	28	24	28	14	19	113
Laurens	22	24	24	22	17	109
Orangeburg	13	31	19	21	18	102
Lancaster	24	15	18	18	20	95
Beaufort	18	16	19	18	17	88
Dorchester	21	17	14	19	16	87
Pickens	15	19	21	12	14	81
Darlington	20	13	13	17	17	80
Sumter	14	17	17	10	16	74
Kershaw	19	20	6	8	17	70
Greenwood	16	10	14	16	9	65
Oconee	18	8	14	16	8	64
Cherokee	14	6	14	15	14	63

**All Fatal and Severe Injury DUI Alcohol and/or Drug Collisions  
South Carolina 2012-2016 (2016 Preliminary)**

County	2012	2013	2014	2015	2016	2012-2016
Georgetown	13	15	17	13	5	63
Colleton	13	9	6	19	10	57
Chesterfield	13	13	5	13	12	56
Newberry	12	11	10	9	10	52
Williamsburg	12	14	6	12	6	50
Chester	8	7	8	7	10	40
Clarendon	10	6	5	10	9	40
Jasper	6	8	5	9	12	40
Abbeville	6	10	4	5	4	29
Fairfield	4	5	9	3	7	28
Lee	4	5	6	7	5	27
Saluda	6	8	3	2	5	24
Union	4	2	4	6	6	22
Edgefield	7	1	4	4	5	21
Marion	6	5	4	3	2	20
Barnwell	2	3	4	7	3	19
Dillon	5	5	6	2	1	19
Hampton	5	1	5	3	1	15
Calhoun	2	5	5	0	2	14
Marlboro	3	3	2	3	2	13
Bamberg	1	2	4	2	3	12
McCormick	1	1	4	2	2	10
Allendale	1	2	0	1	1	5
	888	829	775	752	739	3,983

**Geographical Priority Areas based on All  
Fatal and Severe Injury DUI Collisions**

# All Fatal & Severe Injury Speed/Too Fast For Conduction Collisions

## South Carolina 2012-2016 (2016 Preliminary)

County	2012	2013	2014	2015	2016	2012-2016
Horry	84	88	90	86	71	419
Charleston	84	82	82	80	71	399
Greenville	81	88	81	64	79	393
Richland	64	69	67	62	87	349
Spartanburg	54	55	72	77	68	326
Anderson	57	58	49	52	68	284
Lexington	58	63	56	59	46	282
Berkeley	63	68	47	55	44	277
York	49	47	35	42	54	227
Aiken	20	29	38	45	43	175
Laurens	30	37	26	37	43	173
Orangeburg	29	32	31	31	37	160
Dorchester	45	23	29	30	24	151
Beaufort	30	16	37	33	34	150
Darlington	20	27	30	26	34	137
Florence	23	28	19	29	36	135
Pickens	30	28	22	22	27	129
Lancaster	14	17	27	28	24	110
Greenwood	21	28	15	24	19	107
Sumter	20	24	21	13	26	104
Georgetown	25	23	19	19	17	103
Jasper	15	22	20	17	29	103
Cherokee	18	18	26	17	20	99

# All Fatal & Severe Injury Speed/Too Fast For Conduction Collisions

## South Carolina 2012-2016 (2016 Preliminary)

County	2012	2013	2014	2015	2016	2012-2016
Colleton	28	17	16	16	20	97
Newberry	21	21	14	18	19	93
Oconee	15	11	18	21	13	78
Williamsburg	16	16	16	13	15	76
Chesterfield	14	11	16	20	13	74
Chester	8	13	16	19	17	73
Kershaw	11	14	8	13	20	66
Fairfield	14	14	7	11	19	65
Clarendon	10	10	10	14	19	63
Marlboro	4	9	15	13	10	51
Dillon	9	2	13	13	12	49
Marion	12	6	7	16	6	47
Union	6	9	8	11	13	47
Abbeville	9	16	6	5	10	46
Hampton	14	12	5	9	6	46
Barnwell	4	4	17	10	4	39
Saluda	14	5	3	8	7	37
Edgefield	10	7	3	5	10	35
Calhoun	6	9	7	5	6	33
Bamberg	6	7	4	7	5	29
Lee	6	4	1	5	7	23
Allendale	2	6	4	3	3	18
McCormick	3	2	2	3	4	14
	1,176	1,195	1,155	1,206	1,259	5,991

**Geographical Priority Areas based on  
Speed/Too Fast for Conditions Fatal and  
Severe Injury Collisions**

# Before we move on,



# Are there any questions?

# Priority Emphasis Areas Eligible for Funding in FFY 2019



Impaired Driving  
Countermeasures



Police Traffic Services



Occupant Protection

# Priority Emphasis Area: Impaired Driving Countermeasures

## - Enforcement Projects -

- High incidence of DUI-related crashes or a significant increase over the previous year;
- Provide crash data to support or demonstrate the DUI problem;
- Include a DUI enforcement plan that will describe the enforcement efforts that will be initiated to increase DUI arrests and reduce DUI-related collisions, injuries, and fatalities;
- Grant-funded personnel should be highly trained and skilled to detect impaired driving, and must work only night and weekend shifts between the hours of 3:00 PM and 6:00 AM.

# **Priority Emphasis Area: Impaired Driving Countermeasures**

## **- Enforcement Cont'd -**

- Must agree to participate in the South Carolina Law Enforcement Network (SCLLEN); and
- Must assist the Office of Highway Safety and Justice Programs in activities associated with Sober or Slammer/Christmas /New Year's (December and January); Buckle Up South Carolina (May); Sober or Slammer/Labor Day (September); and the observance of National Child Passenger Safety Week (September).



# **Priority Emphasis Area: Impaired Driving Countermeasures**

## **- Adjudication/Prosecution Projects -**

- Traffic Safety Resource Prosecutor
- Summary Court DUI Prosecutor  
(Targeted County or Counties)





# **Priority Emphasis Area: Police Traffic Services**

## **-Enforcement Projects-**

- Have a high incidence of crashes or a significant increase over the previous year;
- Provide crash data to support or demonstrate the highway safety problem;
- Develop an enforcement plan to address the issue of speed; however, enforcement efforts should include DUI enforcement, occupant protection (i.e. seatbelt use and child passenger safety laws), and other hazardous driving issues. All enforcement efforts should impact collisions, injuries, and fatalities.

# **Priority Emphasis Area: Police Traffic Services**

## **-Enforcement Cont'd-**

- Must agree to participate in the South Carolina Law Enforcement Network (SCLLEN); and
- Must assist the Office of Highway Safety and Justice Programs in activities associated with Sober or Slammer/Christmas /New Year's (December and January); Buckle Up South Carolina (May); Sober or Slammer/Labor Day (September); and the observance of National Child Passenger Safety Week (September).

# **Priority Emphasis Area: Occupant Protection**

## **- Community Safety Belt Projects and Projects Focusing on Minority Groups, Rural Populations, and Youth Safety Belt Usage -**

- Demonstrate a need exists to implement community projects that include minority groups, rural populations and young drivers;
- Provide innovative and creative approaches to encourage and promote the proper use of occupant restraints and to increase usage rates;
- Projects should be educational and designed to (measurably) increase the usage of safety belts among teenagers and young males where belt usage has been traditionally low; and
- Projects should focus on entire school districts, involving students, teachers, and administrators, and should be tied in to all school activities.

# Priority Emphasis Area: Occupant Protection

## - Education for Young People -

- Project shall focus on young drivers (age 20 or younger);
- Provide education on priority emphasis areas (i.e. DUI, PTS, OP);
- Must provide in-depth education specific population and include measurement and evaluation of project's impact; and
- Must identify existing efforts (MADD, SADD, law enforcement DHEC, Safe Kids) within the school system.



# IMPORTANT

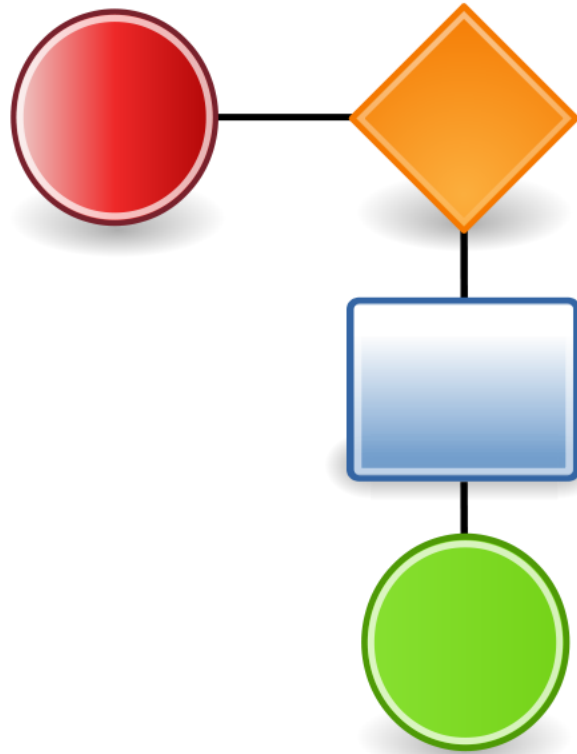


Applicants who do not demonstrate a significant traffic safety problem/need **will not** be considered for funding.

# Things to keep in mind

- Review grant rules and guidelines before beginning.
- Applicants are encouraged to take advantage of technical assistance.
- Write your problem statement and narrative, then build your budget.
- Some grant application dollar amounts are reduced during the review process.

# What's required if my application is funded?



# General Requirements

## Programmatic Reporting Requirements:

- Monthly Enforcement Reports
- Quarterly Progress Reports
- Final Narrative





# General Requirements (Continued)

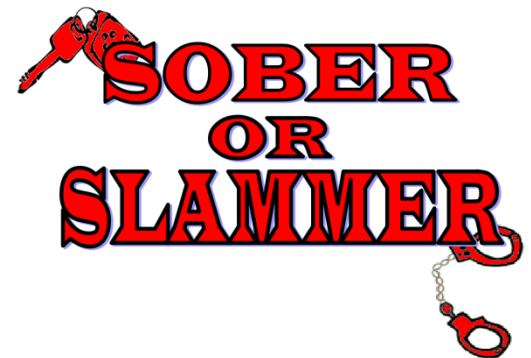
## Special Activities

Child Passenger Safety Week

*Buckle Up, South Carolina*

*Sober or Slammer!*

Law Enforcement Network  
(LE grants only)



# Before we move on,



# Are there any questions?





# Claims

- Requests for reimbursement are submitted to OHSJP on a Request for Payment Form (RFP).
- RFPs must be submitted at least once a quarter.
- Failure to submit claims as required may result in the de-obligation of the project.
- OHSJP Traffic Safety grants are governed by 2 CFR 200 (The Super Circular). We will cover many of the topics today outlined in the federal regulations.

**STATE OF SOUTH CAROLINA  
DEPARTMENT OF PUBLIC SAFETY**

**HIGHWAY SAFETY PROGRAM REQUEST FOR PAYMENT/QUARTERLY FISCAL REPORT**

<b>1. GENERAL INFORMATION</b>					Request for Payment Number:		
Subgrantee Name:					County No.		
Address:					Period Ending Date:		
					Grant Period:		
Project Title:							
Grant Number		Payment Type*		Grant Type:		Reimbursable	
				*I=Interim Payment, F=Final Payment, Automatic Deobligation			
<b>2. BUDGET CATEGORIES</b>							
USE WHOLE DOLLARS ONLY							
	EXPENDITURES THIS PERIOD			TOTAL EXPENDITURES TO DATE			
	Grantor Amount	Agency Cash Match	Total	Grantor Amount	Agency Cash Match	Total	
Personnel							
Contractual Services							
Travel							
Equipment							
Other							
<b>3. TOTAL COSTS:</b>	-	-	-	-	-	-	
<b>4. PROJECT INCOME:</b>							
<b>5. UNPAID OBLIGATIONS:</b>							
<b>6. CERTIFICATION</b>							
I certify that this is a correct statement of project costs for the period identified above and that the appropriate documentation to support these costs is attached. Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved grant.							
Project Director Signature				Date			
<b>OFFICE OF HIGHWAY SAFETY USE ONLY:</b>							
Account Number		Object	\$	Approved Amount	Vendor No.		
Grants Administration Accountant				Business Administration Accountant			
Accounts Payable Designee				OHSJP Business Manager			

# Procurement

- Compliance with bidding procedures is required per all applicable federal, state, and local statutes as well as the SC Consolidated Procurement Code and Regulations.
- All approved applicants must follow State Procurement Guidelines or individual agency guidelines (whichever policy is more strict.)
- Pages 18-19 of the 2019 Highway Safety Funding Guidelines address Procurement.
- The SC Procurement Code is available at:  
<http://www.scstatehouse.gov/code/t11c035.php>



# More On Procurement

- All approved grant-funded purchases must be requested, received, and invoiced on or before September 30, 2019.
- **All purchases** must be submitted to the OHSJP for review and approval prior to expending funds.
- Any subgrantee that fails to follow the outlined purchasing procedures will not receive reimbursement.



# State Contracts



- The OHSJP recommends procurement of approved and budgeted equipment items through State Purchasing (General Services) under a state contract, if available.
- A listing of goods and services available for purchase under State Contract is available at:  
<https://procurement.sc.gov/agency/contracts/goods-and-services>
- Items purchased under State Contract must be approved by the OHSJP prior to purchase.



- The replacement of routine and/or existing State or local expenditures with the use of Federal grant funds will not be reimbursed.
- Also, the use of Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a State or local agency is considered supplanting and is also not allowable.

## Note on Supplanting

- An applicant's costs must be necessary, reasonable, allocable, and used in accordance with the Terms and Conditions specified in the grant.
- Highway Safety grant funds are to be used to support state problem identification and planning and implementation of a program to address a wide range of highway safety problems that are related to human factors and the roadways. Programs should promote a reduction in traffic crashes, deaths, and injuries.
- *We will now examine some items that are eligible for Highway Safety grant funding:*

## General Allowable Costs



# Items eligible for Highway Safety Grant Funding:

- Implementation of educational efforts to increase public compliance with occupant protection laws.
- Implementation of a comprehensive enforcement program for detecting, arresting, and convicting impaired drivers.
- Development and administration of countermeasures programs to correct identified highway safety problem areas.
- Program coordination for impaired driving prevention, public information, and educational activities.
- Necessary grant-related equipment, training, and travel.
- Program management and administration.
- Evaluation of the effectiveness of highway-related programs or project improvement.
- Training costs that use USDOT/NHTSA developed, equivalent or endorsed curriculums.
- Purchase of child restraint devices in compliance with NHTSA performance standard FMVSS#213.
- Meetings and conferences where the primary purpose is the documentable dissemination of technical information. Costs include transportation and rental of meeting facilities.

# Unallowable Costs

- Weapons/Weapons Box/Locked Storage
- Uniforms/Badges
- Body-worn cameras
- Passive alcohol sensors
- Main-frame computers
- Stop sticks
- Land
- The cost of construction, rehabilitation, or remodeling of state, local, or private buildings or structures
- International Travel
- Office furniture and fixtures including, but not limited to the following: desks, chairs, tables, filing cabinets, coat racks, book cases, shelving, pictures, clocks, drapes, portable partitions

- Time sheets must be maintained for all grant-funded personnel, reflecting the hours worked on and charged to the grant.
- If personnel are funded 100% through the grant, their activity **MUST** be 100% in support of activities agreed upon in the grant award.
  - For example, grant-funded traffic officers would be prohibited from providing funeral escorts or parade duty as part of the grant hours or with grant funds.

## Grant-Funded Personnel



Subgrantee Name:

Grant No.

Project Title:

Name of Employee:

Title:

Nature of Work Performed:

Month:

Year:

Day of Month	Total Hours	Hours Worked on Project	Day of Month	Total Hours	Hours Worked on Project
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					

Total Hours Worked on Project	Total Hours Worked	Percent Time on Project
----------------------------------	-----------------------	----------------------------

Employee:

Certified Correct:

Project Director's Signature





# **Grant- Funded Equipment**



- All grant-funded equipment must be used for the original authorized grant purposes.
- Agencies receiving funds to purchase equipment must notify OHSJP to request disposition instructions when:
  1. Equipment becomes obsolete and the agency desires to sell or dispose of the asset.
  2. Equipment is no longer needed for its original purpose.

## Equipment

- **Police Vehicles** — (can match the agency's fleet in color but must be marked as indicated by OHSJP)
- **Vehicle Light Bar Package**  
(exterior lighting, must be fixed to top of vehicle)
- **Vehicle Mobile Radio Unit**
- **In-Car Mobile Video Unit**
- **Power Control Center**
- **Hand-held Radar/Lidar Units**
- **Siren-Speaker**

## **Allowable Equipment Purchases**

# Other Allowable Purchase Items

- Traffic Cones (up to \$25 each)
- Push Bumpers
- Fire Extinguishers
- Vehicle Passenger Transportation Cages
- Cellular Phone – Basic Service
- Air-Card Service

**Note: Equipment-only grant applications will not be considered for funding in FFY 2019.**

- The Secretary of Transportation shall not obligate any funds unless steel, iron, or manufactured products are manufactured or assembled in the United States.
- If products are assembled in the United States, significant transformation must take place to comply with Buy America.
- To qualify for reimbursement, purchases of items with a unit cost greater than \$5,000 and/or all motor vehicle purchases must comply with Buy America AND meet any bid requirements of the procurement process, if applicable.

## **Buy America Act**

BIDDER/PROPOSER: \_\_\_\_\_

**BUY AMERICA CERTIFICATE  
FOR COMPLIANCE WITH TITLE 23 USC §313  
(For Procurement of Steel, Iron, or Manufactured Products)**

Funds for the items requested herein are subject to the provisions of The Buy America Act (Title 23 U.S.C. §313), which prohibits States from using highway grant funds under 23 U.S.C. Chapter 4 to purchase products, unless they are produced in the United States. This prohibition applies to steel, iron and all manufactured products, unless the Secretary of Transportation has determined that it is appropriate to waive The Buy America Act (BAA) requirement. There is no minimum purchase threshold that exempts the need for a waiver.

Contractors are cautioned to carefully review BAA before claiming compliance. If you indicate on the Bidding Schedule/Price-Business Proposal you are in compliance with BAA, you are certifying that the items/services offered qualify under the BAA.

The Bidder/Proposer hereby certifies that it **can comply** with the requirements of Title 23 U.S.C. §313 and the applicable regulations in 49 CFR Part 661.

Executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_  
(Date) (City) (State)

_____ Typewritten or Printed Name	_____ Signature of Authorized Official	_____ Title
--------------------------------------	--	----------------

Please list below the specific product(s) that you, the Bidder/Proposer, certify are in compliance with the Buy America Act:

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---

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- The cost of day-to-day patrol mileage for a grant-funded officer is allowable based on the approved grant mileage rate.
- Costs are allowable to pay for a grant-funded employee's salary while pursuing OHSJP approved training.
- Here is an example of a mileage log from our website:

## Travel and Training

Name:							Month:		Year:			Grant No.			
-------	--	--	--	--	--	--	--------	--	-------	--	--	-----------	--	--	--

Date	Origin	Destination	Purpose of Trip		Beginning Mileage	Ending Mileage	Total Daily Mileage
							0
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I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties.			Certification: I certify that this is a correct statement of allowable travel cost for the period identified above and conforms with applicable local and grant regulations.		
Employee		Date	Project Director		Date

# Indirect Cost Rates

- **States, Local Government, and Indian Tribe:** Agencies must prepare an indirect cost proposal and submit it to the State Indirect Cost Officer for review and approval.
- **Private, Non-Profit Organizations:** private, non-profit organizations receiving federal funds are authorized to recover indirect costs.

- An on-site programmatic and financial monitoring visit will be conducted at least once during the grant period (at least twice for first-year subgrantees).
- The OHSJP Monitoring Team will conduct the visit. The Project Director will receive advance notification of the visit. Additionally, a checklist will be forwarded to the Project Director that describes in detail the items that will need to be available for the visit.



## **Grant Monitoring**

# Before we move on,



# Are there any questions?

**You've decided to  
apply...  
now what?**





# Writing Goals and Objectives



**Goal:** a broad statement of what the project hopes to accomplish

- ✓ The final impact or outcome of the proposed project
- ✓ General, intangible, and abstract
- ✓ Should be linked to the problem statement





FOR  
EXAMPLE

**To decrease  
the number of  
DUI-related  
collisions in  
the City of  
Smith.**

**Goals are  
statements  
of final  
impact/outcome**

# S.M.A.R.T Objectives

S



Specific

M



Measurable

A



Attainable

R



Relevant

T



Time Based

**Objective:** a step toward accomplishing the goal.

- Narrow, precise, tangible, concrete, and measureable
- Includes a time-point by which the objective should be met
- Should be S.M.A.R.T.

# Specific Objectives

- **Purpose:**
  - Establish benchmarks
  - Facilitate monitoring and evaluation



# Specific Objectives

- a. To conduct a minimum of **one** public safety checkpoint **per month** by September 30, 2019.
- b. To train the grant-funded officers in SFST through the SC Criminal Justice Academy **by the end of the first quarter** of the grant period.

## HIGHWAY SAFETY APPLICATION REVIEW CHECK LIST

(Pages 31 & 32 – Highway Safety 2019 Funding Guidelines)

- Is the problem statement clear and concise?
- Is sufficient information regarding the problem provided?
- Has sufficient data been provided in the problem analysis to prove the problem?
- Has adequate information on the current situation been provided in the problem analysis?



## **HIGHWAY SAFETY APPLICATION**

### **REVIEW CHECK LIST cont'd**

- Are the objectives stated in measurable terms for specific time periods?
- Does the narrative describe the project and discuss the tasks and activities proposed to correct the identified problem?
- Will the performance indicators listed measure the attainment of stated objectives?
- Has the source or method of collecting data to measure effect been identified?

## **HIGHWAY SAFETY APPLICATION REVIEW CHECK LIST cont'd**

- Will the indicators listed measure the impact of program goals?
- Has an evaluation plan been included in the application?
- Has the subject of continuation of project activity for future years been adequately discussed?
- If a continuation project, has a thorough analysis of the results of the previous year's project been included in the narrative?

## **HIGHWAY SAFETY APPLICATION REVIEW CHECK LIST cont'd**

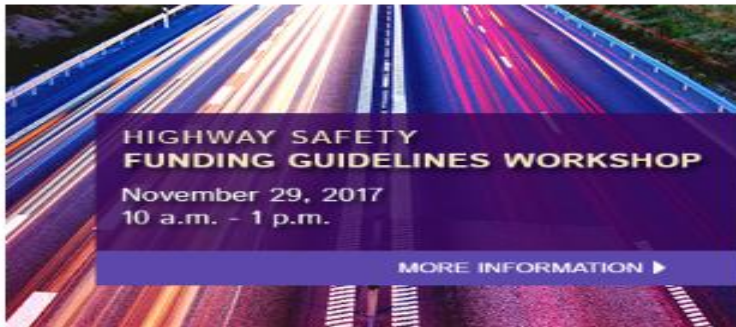
- Does the application fall under one of the program areas identified for funding?
- Have all costs been satisfactorily justified according to the approach proposed?
- Has sufficient budget detail been given, and all figures checked for accuracy?

# Before we move on,



# Are there any questions?

# **Grants Management Information System (GMIS)**



### HIGHWAY SAFETY FUNDING GUIDELINES WORKSHOP

November 29, 2017  
10 a.m. - 1 p.m.

[MORE INFORMATION ►](#)

#### Highway Safety Funding Guidelines Workshop

November 29, 2017  
View our [flyer](#) for more details.


[New SC Child Passenger Law](#)


[2017 Hurricane Season](#)

[Back-to-School Safety](#)

[Highways or Dieways](#)

[Buckle Up, South Carolina!](#)





**Phil Riley, Director**  
Highway Safety and Justice Programs

To utilize state and federal resources to educate the public on highway safety issues for the purpose of reducing and eventually eliminating fatal crashes and injuries ... [\(read more\)](#)



#### HIGHWAY SAFETY GRANTS

- [About Highway Safety Grants](#)
- [Eligible Areas of Funding](#)
- [Highway Safety Grant Cycle](#)
- [Highway Safety Grant Forms](#)
- [Request For Payment Form](#)
- [Quarterly Progress Report](#)
- [Final Narrative Report Form](#)
- [Instructions Monthly Enforcement Data Report Form](#)
- [Monthly Enforcement Data Report Form](#)
- [SAMPLE General Traffic Enforcement Team Grant with personnel \(pdf\)](#)
- [SAMPLE Specialized DUI Enforcement Team Grant with personnel \(pdf\)](#)
- [NEW! Highway Safety Funding Guidelines Workshop \(pdf\)](#)

#### JUSTICE PROGRAMS GRANTS

- [Criminal Justice](#)
- [Juvenile Justice](#)
- [Violence at Crime](#)




#### SAFETY CAMPAIGNS

- [Target Zero: A Goal We Can All Live With](#) (VIDEO: [view the PSA here](#))
- [School Zone / Bus Safety](#)
- [Bicycle Safety](#)
- [Buckle Up, SC](#)
- [Sober or Slammer](#)
- [¡Sobrio o Sentenciado!](#)
- [NHTSA Child Passenger Safety Program](#)

#### SAFETY RESOURCES

- [Safety City Coloring Book](#)
- [Traffic Collision Fact Book](#)
- [Countermeasures That Work \(pdf\)](#)
- [Traffic Collision TR-310 Report Manual \(pdf\)](#)
- [E-Report Addendum \(pdf\)](#)
- [Service Level Document For ReportBeam User Agencies \(pdf\)](#)

#### STATISTICAL SERVICES



## GMIS LOGIN

GRANTS MANAGEMENT INFORMATION SYSTEM

### Quick Links

[NEW! Back-to-School Safety Resources](#)

[Contact OHSJP](#)

[Related Links](#)

[SC Law Enforcement Officers Hall of Fame](#)

[Families of Highway Fatalities](#)

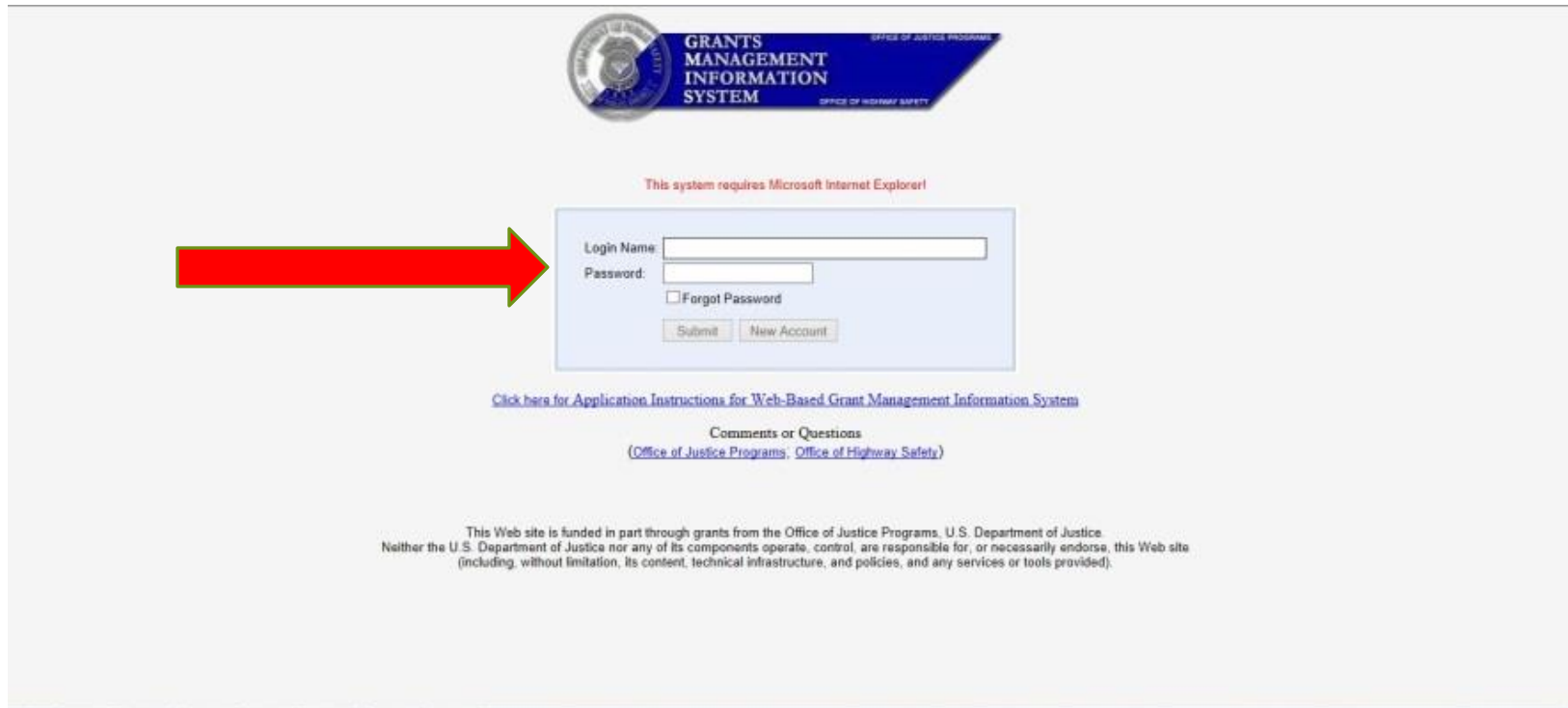
[SCLen - South Carolina Law Enforcement Network](#)

[DDACTS - Data-Driven Approaches to Crime and Traffic Safety](#)



Go to [www.scdps.gov/ohsjp](http://www.scdps.gov/ohsjp)

# Log-On Screen



The image shows a web-based log-on screen for the Grants Management Information System. At the top, there is a header with the Department of Justice seal on the left, the text "GRANTS MANAGEMENT INFORMATION SYSTEM" in the center, and "OFFICE OF JUSTICE PROGRAMS" and "OFFICE OF HIGHWAY SAFETY" on the right. Below the header, a red message states "This system requires Microsoft Internet Explorer!". The main login area is a light blue box containing a "Login Name:" label and a text input field, a "Password:" label and a text input field, a "Forgot Password" link with a checkbox, and "Submit" and "New Account" buttons. A large red arrow points from the left towards the login fields. Below the login box, there is a blue link: "Click here for Application Instructions for Web-Based Grant Management Information System". Further down, there is a section for "Comments or Questions" with links to "Office of Justice Programs" and "Office of Highway Safety". At the bottom, a disclaimer states: "This Web site is funded in part through grants from the Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

GRANTS  
MANAGEMENT  
INFORMATION  
SYSTEM

OFFICE OF JUSTICE PROGRAMS  
OFFICE OF HIGHWAY SAFETY

This system requires Microsoft Internet Explorer!

Login Name:

Password:

☐ Forgot Password

[Click here for Application Instructions for Web-Based Grant Management Information System](#)

Comments or Questions  
([Office of Justice Programs](#); [Office of Highway Safety](#))

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# Application Deadline



**Submitted via GMIS by  
5:00 PM on  
February 2, 2018**

# Assistance

- Occupant Protection/Police Traffic Services –
  - Debbie Jordan
    - Phone: (803) 896-9947
    - Email: DeborahJordan@scdps.gov
- Impaired Driving Countermeasures-
  - Shawnée Garrick
    - Phone: (803) 896-8784
    - Email: ShawneeGarrick@scdps.gov
- Budget Questions –
  - Lynne Medlin
    - Phone: (803) 896-9949
    - Email: LynneMedlin@scdps.gov
  - Angela Campbell
    - Phone: (803) 896-7815
    - Email: AngelaCampbell@scdps.gov
- All other Questions –
  - LaToya Grate
    - Phone: (803) 896-9944
    - Email: LaToyaGrate@scdps.gov

# Questions?



Thank you and good luck!